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TAB D

Office of Scientific Intelligence

Ratio of Clerical to Professional Personnel on Duty as of 5 June 1953

Activity	Operations Staff	Intelligence Production Staff *	Biology Division	Medicine Division	Chemistry Division	Physics and Electronics Division	Applied Science Division	Nuclear Energy Division	Scientific Analysis Division	Scientific Resources Division	Total
Dictation	1:20	1:34	1:147	1:36	1:40	1:200	1:90	1:38	1:65	1:240	1:57
Typing	1:5	1:5	1:13	1:6	1:7	1:7	1:12	1:6	1:12	1:18	1:8
Logging	1:51	1:88	1:110	1:103	1:128	1:100	1:154	1:80	1:156	1:96	1:107
Filing	1:180	1:36	1:55	1:29	1:19	1:61	1:45	1:18	1:74	1:53	1:39
Reading & Routing	1:180	1:69	1:27	1:19	1:28	1:107	1:18	1:51	1:223	1:53	1:42
Telephone	1:60	1:103	1:110	1:65	1:64	1:58	1:67	1:72	1:142	1:68	1:76
Reproduction	1:360	1:103	1:440	1:144	1:160	1:140	1:120	1:180	1:780	1:160	1:178
Miscellaneous Administration	1:90	1:17	1:44	1:16	1:43	1:36	1:40	1:33	1:41	1:27	1:32
All Activities	1:3.0	1:2.8	1:5.5	1:2.6	1:3.2	1:4.4	1:4.5	1:3.0	1:6.5	1:6.0	1:4.0

* Adjusted to include 20 hours per week of Clerk Typist time engaged in editorial work.

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